



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

### DIVISION OF DEVELOPMENTAL DISABILITIES

*Sent on Behalf of DES/Business Operations*

*Please do not reply to this message*

TRANSMITTAL DATE: July 22, 2015

TOPIC: Qualified Vendor Application and Directory System (QVADS)  
Assigning to Administrative and Service Sites

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**Qualified Vendors: Please ensure that staff in your organization that are responsible for maintaining data in QVADS receives this information.**

The Department of Economic Security, Division of Developmental Disabilities (the Division) uses QVADS to maintain data about each Administrative Site and each facility-based Service Site. The accuracy of this data is critical to supporting the Division's various business functions which include managing critical service gaps and maintaining after hours information for statewide or regional emergency response as required by the Arizona Health Care Cost Containment System (AHCCCS).

Please use [the attached instructions](#) to update your organization's QVADS **My Administrative and Service Sites** tab, as soon as possible, and no later than July 30, 2015 to ensure your organization has assigned **all** approved services to your organization's **Administrative Site(s)** and that only facility-based services are assigned to the corresponding facility-based **Service Site(s)**:

#### **Facility-Based Services**

1. Center Based Employment (CBE)
2. Day Treatment & Training – Adult (DTA)
3. Day Treatment & Training – Children After School (DTT)
4. Day Treatment & Training – Children Summer Program (DTS)
5. Habilitation Services – Community Protection/Treatment Group Home – With Room & Board (HPD)
6. Habilitation Services – Group Home – With Room & Board (HAB)
7. Habilitation Services – Individually Designed Living Arrangement (HID)
8. Habilitation Services – Nursing Supported Group Home – With Room & Board (HAN)
9. Habilitation Services – Supported Development Home (Child & Adult) – With Room & Board (HBA, HBC)
10. Transition To Employment – (TTE)

Questions related to this communication may be sent to: [DDDContractsManager@azdes.gov](mailto:DDDContractsManager@azdes.gov)

***Thank you!***